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# PROGRAM TEMPLATE USER GUIDE

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## FONTS

Titles: Uppercase Trajan Pro or Trajan Pro 3 (May bold when appropriate)

\*For words such as “of,” “for,” and the ampersand symbol “&,” use Garamond Italic.

Subtitles: Uppercase Trajan Pro Bold or Trajan Pro 3 Bold

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## USAGE

This template is simply a guide and individual pages can be rearranged, duplicated, or deleted to best suit the event. To customize the template, open in Adobe Acrobat and click the “Organize Pages” option to add, delete, or rearrange any pages. Click the “Edit Pages” option in the toolbar to insert text changes. When all changes are complete, click File > Save As and save the new Adobe PDF file to your Desktop.

## BEFORE PRINTING

- Make sure all placeholder text is removed
- Make sure everything is spelled correctly
- Be sure the pages are in the desired order and front/back cover are included in the final file.